

## View Scheduled Payments by Supplier

The purpose of this job aid is to explain how to view scheduled payment information for a particular supplier.

1. Begin by Clicking Navigator > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment.

### Scheduled Payment Inquiry

▼ Search Criteria

<p>Search Name <input style="width: 80%;" type="text" value="ALL"/> <span style="float: right;">🔍</span></p> <p style="text-align: center;"><b>From</b></p> <p>From Business Unit <input style="width: 80%;" type="text" value="UTARL"/> <span style="float: right;">🔍</span></p> <p>From Voucher ID <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Supplier SetID <input style="width: 80%;" type="text" value="UTARL"/> <span style="float: right;">🔍</span></p> <p>From Supplier Short Name <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>From Supplier ID <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Supplier Location <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>*Amount Rule <input style="width: 80%;" type="text" value="Any"/> <span style="float: right;">▼</span></p> <p>Amount <input style="width: 80%;" type="text"/></p> <p>*Currency <input style="width: 80%;" type="text" value="USD"/> <span style="float: right;">🔍</span></p> <p>Voucher Style <input style="width: 80%;" type="text"/> <span style="float: right;">▼</span></p> <p>Approval Status <input style="width: 80%;" type="text"/> <span style="float: right;">▼</span></p> <p>Bank SetID <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Bank Code <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Bank Account <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>From Scheduled Payment Date <input style="width: 80%;" type="text"/> <span style="float: right;">📅</span></p> <p><input type="checkbox"/> IPAC Payment</p> <p>Payment Method <input style="width: 80%;" type="text"/> <span style="float: right;">▼</span></p> <p>Remit SetID <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Remit Supplier <input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p>Prepaid Applicable <input style="width: 80%;" type="text"/> <span style="float: right;">▼</span></p> <p>Sanctions Status <input style="width: 80%;" type="text"/> <span style="float: right;">▼</span></p> <p>Max Rows <input style="width: 40%;" type="text" value="300"/> <span style="margin-left: 10px;">Search</span> <span style="margin-left: 10px;">Clear</span></p>	<p style="text-align: center;"><b>To</b></p> <p><input style="width: 80%;" type="text" value="UTARL"/> <span style="float: right;">🔍</span></p> <p><input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p><input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p><input style="width: 80%;" type="text"/> <span style="float: right;">🔍</span></p> <p style="text-align: center;"><input type="checkbox"/> On Hold</p>
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▶ Display Currency Criteria

1st sort <input style="width: 80%;" type="text" value="Supplier ID"/> <span style="float: right;">▼</span>	<input type="checkbox"/> Descending	<span style="border: 1px solid #ccc; padding: 2px 10px;">Sort</span>
2nd sort <input style="width: 80%;" type="text" value="Voucher ID"/> <span style="float: right;">▼</span>	<input type="checkbox"/> Descending	

2. A scheduled payment is a pre-determined date for which payments are made to a supplier. The Scheduled Payment Inquiry page is used to view vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e. Voucher ID, Supplier Name or ID, etc.).
3. Enter or lookup the Supplier ID.
4. Enter the desired information into the From Supplier ID field.
5. Click the Search button to proceed.
6. To view the search results, click the vertical scrollbar to scroll down the page.

Scheduled Payment Listing										
Schedule Details			Voucher Details			Bank Details				
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	00158655	1	CHK	02/20/2019	<input type="checkbox"/>	<input type="checkbox"/>	8.99	USD	000000203	PANERA LLC
UTARL	00159076	1	CHK	02/26/2019	<input type="checkbox"/>	<input type="checkbox"/>	356.74	USD	000000203	PANERA LLC
UTARL	00159090	1	CHK	02/25/2019	<input type="checkbox"/>	<input type="checkbox"/>	31.98	USD	000000203	PANERA LLC
UTARL	00159188	1	CHK	03/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	160.88	USD	000000203	PANERA LLC
UTARL	00159189	1	CHK	02/28/2019	<input type="checkbox"/>	<input type="checkbox"/>	170.49	USD	000000203	PANERA LLC
UTARL	00159592	1	CHK	03/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	460.09	USD	000000203	PANERA LLC
UTARL	00159616	1	CHK	03/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	180.15	USD	000000203	PANERA LLC
UTARL	00159711	1	CHK	02/22/2019	<input type="checkbox"/>	<input type="checkbox"/>	102.96	USD	000000203	PANERA LLC
UTARL	00159717	1	CHK	02/22/2019	<input type="checkbox"/>	<input type="checkbox"/>	81.74	USD	000000203	PANERA LLC
UTARL	00160640	1	CHK	02/19/2019	<input type="checkbox"/>	<input type="checkbox"/>	175.52	USD	000000203	PANERA LLC
Total Gross Amount									4,173.84	USD

7. The Scheduled Payment Listing table provides voucher information divided into three tabs: Schedule Details, Voucher Details, and Bank Details.
8. The Scheduled Details page displays the voucher ID, payment method, scheduled to pay date, the payment amount, and the supplier name.
9. The Voucher Details page displays the voucher ID, voucher style (type), invoice ID, supplier ID and the voucher approval status.
10. The Bank Details page displays the voucher ID and banking information for the supplier.